



Breakaway

Fire Safety Policy

Policy Owner:	Ranbir Sidhu (Registered Manager)
Version:	1:5
Date:	June 2025
Review Date:	June 2026

Policy Summary:

Regulation 12, 25 of the Children's Homes Regulations 2015 including the Quality Standards

Introduction

The policy will be reviewed every year or earlier in response to a change to the operation within Breakaway or changes to legislation.

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1. RESPONSIBLE PERSON

The overall responsibility for fire safety at Breakaway lies with the Manager. The Manager will:

- Oversee the process of conducting Fire Risk Assessments and ensure regular reviews of fire safety policies for Breakaway.
- Ensure that all equipment, as outlined in Section 4, is regularly inspected and maintained, and that accurate records of these checks and inspections are kept.
- Ensure that all required documentation is completed promptly and accurately.
- Monitor relevant new legislation and evaluate its impact on Breakaway.
- Conduct an annual review of this Fire Safety Policy.
- Ensure that all fire safety procedures are followed and adhered to.
- Liaise with the Royal Berkshire Fire Service when necessary.
- Consult with other key stakeholders who utilize the building regarding fire safety matters.

2. DESCRIPTION OF BREAKAWAY OPERATIONS

A comprehensive description of the operational aspects of Breakaway can be found in the Statement of Purpose and the Fire Risk Assessment documents. These documents provide detailed information on the operations, processes, and fire safety protocols in place to ensure the safety and well-being of all individuals within the premises.

3. STATEMENT OF INTENT

It is the policy of Breakaway Management to provide a safe environment that minimizes fire risks to the greatest extent possible. Achieving this requires the ongoing commitment of management to monitor, review, and update relevant documentation, policies, and practices. Additionally, continuous training will be provided, and each adult member of staff is expected to remain vigilant to potential fire hazards and communicate any concerns or observations promptly. This collective effort is essential in maintaining a safe environment for all.

4. PROCEDURES IN PLACE

A. FIRE RISK ASSESSMENT

The Fire Risk Assessment document will be reviewed on an annual basis. If there are any significant changes to the nature of activities conducted in or around the building,

a new assessment will be carried out at that time. Otherwise, the assessment will remain valid for the year. Regular site fire audits will also be conducted by the building management team (SBC). It is the responsibility of the Manager, in collaboration with the relevant SCF departments, to ensure that control measures are effectively implemented and regularly monitored.

Additionally, an oxygen cylinder is required for a child due to her seizures. This cylinder is checked in and out in the fire log book, and appropriate signage is placed on both the door and the minibus. The cylinder is transported along with the child during offsite activities. Please refer to the fire risk assessment document, which is filed in both the fire file and the child's individual file, for further details regarding the oxygen cylinder.

B. BOILER SERVICING

The boiler is serviced regularly by a contractor engaged by Slough Children First, in partnership with Slough Borough Council. A record of the service date and any relevant information is maintained in the Health and Safety File and is also kept with the building management team.

C. FIRE EXTINGUISHERS AND BLANKETS

Slough Children First, in partnership with Slough Borough Council, has a contract with Building Management to service the fire extinguishers and fire blankets annually. A record of each inspection is maintained by the building management.

D. FIRE ALARM SYSTEM & FIRE SUPPRESSION SYSTEM

Slough Children First, in partnership with Slough Borough Council, has a contract with North/Building Management to service the fire alarm system and fire suppression system (sprinkler system) every three months. Records of the service, testing, and maintenance are kept in the Fire Precautions Log Book, which is held with building management.

The AM Shift Leader is responsible for checking the Alarm Panel daily to ensure that there are no faults and that the system is operating in the correct mode.

In February 2025, the fire alarm system was upgraded to include radio monitoring. The Manager has informed the team during meetings and supervisions on how to operate the new system.

E. BREAK GLASS / BELL TEST

The fire points are tested every week, typically by the Shift Leader, or by a designated person appointed by the Shift Leader. A record of the test results is maintained in the Fire Precautions Log Book, which is kept in the main office.

Any faults identified during the testing are immediately reported to Building Management via the CAFM system.

F. FIRE DETECTION/ CO alarms

Smoke and heat detectors are serviced annually by North/Building Management, under a contract held by Slough Children First, in partnership with Slough Borough Council. Records of these services are maintained and are located with SBC's building management .

Carbon monoxide (CO) alarms are installed in the laundry rooms to detect any ventilation issues.

G. EMERGENCY LIGHTING

The emergency lighting is tested monthly by Building Management, and a record of the test results is maintained in the Fire Log Book, which is kept in the main office. Building Management also services the emergency lighting system monthly and conducts a drain test once a year. Records of these services are kept at office of building management.

As part of their routine service, Building Management is responsible for conducting the 6-monthly 1-hour tests and the annual 3-hour test.

H. EVACUATION PRACTICE

A fire drill and evacuation practice are conducted every month, including regular night-time drills. The time taken to evacuate the building and assemble is recorded. Following each drill, the efficiency of the procedure is reviewed with all participants and management. The fire evacuation bag is taken during the fire evacuation which contains necessary documents. Any necessary amendments or improvements will be made based on this feedback. A record of each evacuation drill is maintained in the Fire File.

The alarm sounds as a continuous bell and is linked to the fire service station via radio monitoring. Fire Person 1 is responsible for calling 999 in the event of an emergency.

In the event of a fire in adjacent properties—Number 1 or 3—all children and adults present in Breakaway at the time must be sent home.

I. FINAL EXIT DOORS

When the building is unoccupied, the final fire exit doors automatically secure once pulled shut. All fire exit routes and final exit doors must remain unobstructed at all times. The Manager is responsible for enforcing good housekeeping practices, ensuring that fire exits are kept clear. At the start of each day, the Shift Leader is responsible for checking that all fire exits are free of obstructions.

The shift leaders will walk the route on a daily basis at handover

J. SMOKING

Breakaway operates a no smoking policy in the grounds of Breakaway.

K. SITE MAP

A copy of the building plan, highlighting the zones, sprinkler system, storage of inflammable items, and other key features, is kept at the back of the Fire Log Book. This plan is taken outside during an evacuation to provide to the Fire Brigade. Additionally, the visitor's book will also be taken outside during an evacuation to ensure all individuals have safely vacated the building.

The site map also indicates the location of equipment and items referenced in this policy, including smoke detectors, fire fighting equipment, emergency lighting, and essential structural features such as the layout, doorways, and walls.

L. TRAINING

Training needs will be addressed during induction and reviewed annually as part of the Fire Risk Assessment. Every effort will be made to ensure that all staff are adequately trained to maintain a safe working environment. Fire Safety Awareness is a mandatory course that must be completed every three years. In addition, staff are required to complete annual refresher e-learning modules on Fire Safety. Periodic training will also be provided specifically on Breakaway's Fire Safety Policy and Procedures to ensure ongoing compliance and awareness.

Records will include:

- Dates of training
- Name of person / company providing training
- Any specialist provisions
- Description of the training - whether it was face to face or e-learning -
- Names of those that attended the training

SCF operates a 'get out' policy, where adults are not encouraged to fight fires unless their escape route is blocked. However, adults have been trained in the proper use of fire extinguishers and fire blankets to ensure they can respond safely if necessary. The priority is always to evacuate the building promptly and safely.

M. Personal Emergency Evacuation Plans (PEEP)

Personal Emergency Evacuation Plans (PEEPs) for both day and night-time procedures (template located at the end of this policy) are completed for all children to assist adults in supporting them during evacuation. Additionally, PEEPs are created for adults with mobility issues and are held in their personal files to ensure that they can be properly supported in the event of an evacuation.

N. COMMUNICATION AND AWARENESS

It is essential that fire safety issues are given a high profile, and all adults are aware of, and vigilant for, potential hazards. This will be achieved through the regular review of policy documents, revised Risk Assessments, regular inspections, and ongoing consultation with adults about these processes. Copies of these documents will be shared, and Fire Safety will be discussed at team meetings. Adults are encouraged to raise any fire safety concerns immediately, rather than waiting for the formal review process..

Children are informed of the fire evacuation procedures during Children's Meetings. Visitors are shown the location of fire exits upon arrival, and they are required to sign in and out in the Visitor's Book. This book is taken outside during an evacuation to ensure that all individuals are accounted for.

Children who require oxygen or breathing apparatus, which is flammable, will have the equipment signed in and out in the fire log book, along with the apparatus.

O. INDUCTION

The Policies and Procedures folder contains all fire safety policies, procedures, and records. It is considered best practice for new adults to thoroughly read this folder as

part of their fire safety induction. This should be one of the first activities undertaken when a new employee joins Breakaway.

All agency staff are inducted by sounding the fire alarm, which is also noted on their induction sheet. This ensures they are familiar with the procedure and can respond appropriately in the event of an emergency.

5. List of Useful Telephone Numbers

Team Leader/s: Elisha Phillip	07564 045982
Manager: Ranbir Sidhu	07703 888867
Responsible Individual: Saima Arif	07511 048472
National Operation Centre (NOC)	0354 853 2020
GD Security (Fire alarm system)	020 8894 6229
Fire Brigade (Emergency Service)	999

6. Fire Person contacts

Fire Safety Inspector	Steve Sheikh Maidenhead Fire Station Bridge Road, Maidenhead Berkshire SL6 8PG Phone: 07920785906 Email: sheiks@RBFRS.co.uk Website: www.rbfrs.co.uk	07920785906
NORTH FIRE SERVICE (Via Building Management – SBC)	Building Management, Slough Borough Council, Observatory House, 25 Windsor Road, Slough, Tel: 01753 875908 Website: http://sbccafm.slough.gov.uk/ Email: BuildingManagementService@slough.gov.uk Emergency number: 07936 600974	Monday to Friday Call Facilities/ Building Management 01753 875908 Evenings and weekends: Building Management 07936 600974
Health and Safety advisor (advice only)	Shameem Din Health and safety Advisor Tel:01753-875046 Shameem.din@slough.gov.uk	Any issues that require urgent attention must be directed to SBC

7. Copies of the most recent Fire Risk Assessment, Evacuation Procedure, Floor Map available in the fire safety file. PEEPs available in child's individual file and evacuation bag